

Project Grant



CIHR IRSC

Canadian Institutes of Health Research
Instituts de recherche en santé du Canada

Fall 2020 Competition

Applicant Q&A Webinar

September 2020

Session Outline



Updates and Resources



Contact Information



Question and Answer Session



Project Grant Fall 2020 Timeline

Key Dates	
Registration Deadline	September 16, 2020
Application Deadline	October 15, 2020*
Anticipated Notice of Recommendation (NOR)	February 16, 2021
Anticipated Notice of Decision (NOD)	March 3, 2021
Funding Start Date	April 1, 2021

*CIHR has extended the submission deadline for this funding opportunity (Fall 2020) to October 15, 2020.

New Requirement and Updates

The tasks in blue have a new requirement or updates.

Registration

1. Identify Participants
2. Enter Proposal Information
3. Complete Summary
4. Enter Budget Information
5. Complete Peer Review
Administration Information
6. Preview
7. Consent and Submit

Application

1. **Identify Participants**
2. **Enter Proposal Information**
3. Complete Summary
4. Identify Application Partners (Optional)
5. Enter Budget Information
6. Complete Peer Review Administration
Information
7. **Attach Other Application Material**
8. Apply to Priority Announcements/
Funding Pools (Optional)
9. Preview
10. Consent and submit

Updates to Specific Application Tasks

Task 1 (Identify Participants): Applicant eligibility

CIHR has updated the eligibility criteria for the Project Grant competition. The following will be eligible to apply to the Project Grant competition as Nominated Principal Applicants:

- Individuals affiliated with Indigenous non-governmental organizations in Canada with a research or knowledge translation mandate and
- Indigenous non-governmental organizations in Canada with a research and/or knowledge translation mandate

Please refer to the [eligibility section of the funding opportunity](#) for complete details.

Updates to Specific Application Tasks

Task 1 (Identify Participants): Impact of COVID-19 on Early Career Researchers

CIHR is temporarily adjusting the period of eligibility for an ECR. All those who held ECR status as of March 1, 2020, or who secured their first academic appointment after this date, will have their status extended by one year.

CIHR will continue to monitor closely the impacts of the pandemic on ECRs and will be ready to take further action as required.

Important Note

Doubling of leave credits for early career researchers applying to Project Grant competition

Starting with the Fall 2020 Project Grant competition, eligible leaves will be credited at twice the amount of time taken when determining ECR status.

Only leaves taken during the first five years of work will be used towards determining ECR status. An applicant may not use leaves to return from mid-career researcher status to ECR status.

Eligible leave types include the bereavement, medical and parental categories found in the Canadian Common CV. Administrative, sabbatical and study leave do not qualify.

This is in addition to the decision we announced in September to [“pause the clock” for ECRs](#) to account for the disruptions caused by the COVID-19 pandemic.

Updates to Specific Application Tasks

Task 2 (Enter Proposal Information): Response to Previous Reviews

If you are re-submitting an unsuccessful application, you may provide a response (up to 2 pages; 2.5 pages for ECR Foundation grantees) to previous reviewers' comments.

Applicants who upload a “response to previous reviews” must include all the reviews received in the last round of submission in the response (the reviews do not count toward the 2 page response limit).

You do not have to respond to all of the comments in the reviews, only those that are relevant to your revised application.

Updates to Specific Application Tasks

Task 2 (Enter Proposal Information): Impact of COVID-19

To take into account the impact of COVID-19 on the reduced ability to conduct research during the lockdown and progressive return to work, an additional 1 page can be attached to your application outlining how the applicants were affected, depending of their stage of career, personal situations and area of research.

Reminder of Updates to Specific Application Tasks

Task 2 (Enter Proposal Information): French Proposal Length

In support of evidence demonstrating that documents written in French require approximately 20% more space than similar documents in English, applications written in French will be allowed two additional pages for their research proposal. This provision will ensure an equitable amount of space for applications written in either official language.

The following page limits for the research proposal will therefore apply:

- Research proposals submitted in English – 10 pages
- Research proposals submitted in French – 12 pages.

For research proposals submitted in English, any pages over the 10-page limit **will be removed** with no further notification to the Nominated Principal Applicant.

Reminder of Updates to Specific Application Tasks

Task 2 (Enter Proposal Information): Formatting Guidelines

CIHR has simplified the instructions for preparing and formatting attachment documents. The guidelines apply to all attachments and must be followed to ensure readability and fairness.

- **Font:** 12 point or larger. Do not use condensed/narrow font sizes or type density. Smaller text in tables, charts, figures, and graphs is acceptable, as long as it is legible when the page is viewed at 100%.
- **Line spacing:** A minimum of single line spacing is required.
- **Text colour:** black type
- **Margins:** Not to be less than 2 cm (3/4 inch) on all sides

General guidelines regarding what are considered to be [acceptable application formats and attachments](#) for a CIHR application are available on the CIHR website.

Reminder of Updates to Specific Application Tasks

Task 7 (Attach Other Application Materials): Sex and Gender Based Analysis (SGBA)

It's important for CIHR to promote rigorous science that considers sex and gender. Peer reviewers are required to explicitly assess whether the integration of sex (as a biological variable) and/or gender (as a socio-cultural factor) is a strength, a weakness or not applicable to the proposal.

Please note the following:

- The Nominated Principal Applicant is asked to complete one of the [sex- and gender-based analysis training modules](#) available online through the CIHR Institute of Gender and Health and upload the Certificate of Completion in the Attach Other Application Material task. Please select and complete the training module most applicable to your research project.
- Applicants are also asked to review the “[How to integrate sex and gender in research](#)” section on the CIHR website.

Important Notes

The next few slides will provide key highlights on the following topics:

- Sex and Gender Based Analysis (SGBA)
- Integrated Knowledge Translation (iKT)
- Global Health applications
- Mandatory vs optional attachments
- Resubmitting a proposal – Response to previous reviews

Sex and Gender Based Analysis (SGBA)

Please note the following:

When responding to the SGBA questions, applicants must demonstrate how they have integrated sex and/or gender into their:

- Research design,
- Methods,
- Analysis and interpretation, and/or
- Dissemination of findings.

Applicants are expected to include details about how sex and/or gender is integrated within their proposal, if applicable.

Partnered/Integrated Knowledge Translation (iKT)

Task 2 (Enter Proposal Information): Details – iKT

Regarding iKT Projects, you are asked the following question:

Does your application include a partner and/or a knowledge user?

If you answer "yes" to this question, you are stating that your proposal:

- **Consists of a knowledge translation or commercialization project,** and applies the principles of knowledge translation to the entire research process.
- Involves knowledge users as equal partners alongside researchers, proposing research that is more relevant to, and more likely useful to, the knowledge users.

Global Health applications

More than ever before, the health of Canadians is deeply intertwined with the health of people around the world. Projects or programs that have a global health research focus, or include international collaborations, are eligible for support through the Project Grant program.

Mandatory vs. Optional Attachments

Please note the very important difference between these Application tasks.

Reviewers are Required to Read

Task 2: Enter Proposal Information > Attachments

The attachment(s) in this task contain essential information. It is imperative that you put information that is crucial to your proposal here.

Please note details on the following three slides.

Reviewers are NOT Required to Read

Task 7: Attach Other Application Materials

Peripheral information may be included in this task's attachments; however, reviewers are not required to read them.

Task 2: Enter Proposal Information > Attachments

Attach Proposal

Your actual proposal, in its entirety, is submitted here.

Your research proposal must include all crucial information (**including tables, charts, figures and photographs**) that a reviewer will need to read in order to assess your application.

The following page limits for the research proposal will apply:

- Research proposals submitted in English – 10 pages*
- Research proposals submitted in French – 12 pages.

* Any pages over the 10-page limit will be removed with no further notification to the Nominated Principal Applicant.

Task 2: Enter Proposal Information > Attachments

Attach Response to Previous Reviews

If **resubmitting a proposal**, you may include a response to the reviews on any of your previous Project Grant submission(s) or any other Strategic Grant submission(s). This PDF attachment **must contain two components**:

1. Your response (**max. 2 pages; 2.5 for ECR Foundation grantees**)
2. All the reviews received in the last round of submission

When would reviewers not be required to read all or part of my response?

- If your response exceeds the page limit, reviewers will not be required to read the additional page(s) of your response.
- If you do not include all previous reviews, reviewers will not read your response.

Task 2: Enter Proposal Information > Attachments

Where can I find the reviews that must accompany my response?

To include the reviews being addressed:

1. Log into your ResearchNet account.
2. Go to **Check Application Status** and select the program (**Project Grant**).
3. Click on **View Results/Reviews** select the link **View/Print All Review Documents for Application [application number]**.
4. Download and save the **SO Notes (if available)** and **Reviewers Reports [Committee member]**. Include the comments (not results) from these download(s) in your PDF.

Your response should not require reference to any other documents.
(Do NOT include the Notice of Decision (NOD) or the results letter.)

Resources – Reference Materials

These are your core resources for submitting an application to the Project Grant competition.

- [Project Grant Program](#)
- [Funding Opportunity](#)
- [Priority Announcements FAQ](#)
- [Application Instructions](#)
- [Acceptable Application Formats and PDF Attachments](#)
- [Peer Review Manual](#)
- [Peer Review Committee Mandates](#)
- [CCV CIHR Biosketch – Quick Reference Guide](#)
- [CCV Frequently Asked Questions](#)



Resources – Reference Materials

These reference materials cover topics related to the Project Grant competition.

Sex and Gender Based Analysis:

- [Sex, Gender and Health Research](#)
- [How to integrate sex and gender into research](#)
- [Sex and Gender Champions](#)
- [Impacts of integrating sex and gender in research](#)
- [Institute of Gender and Health online courses](#)

Equity and Diversity Questionnaire:

- [Equity and Diversity Questionnaire for applicants](#)

Integrated Knowledge Translation (iKT):

- [Knowledge Translation Planning](#)



Resources – Learning Materials

Learning materials can be accessed at the [Learning for Applicants](#) page. Topics relevant to the Project Grant competition can be found under the following headings:

- Project Grant
- Sex- and Gender-Based Analysis (SGBA) and Health Research
- Equity and Diversity Questionnaire



Contact Information

Questions regarding the Project Grant Competition can be directed to the CIHR Contact Centre:



Email: support-soutien@cihr-irsc.gc.ca

Website: [Project Grant Program](#)

Hours: Mon-Fri, 7AM-8PM Eastern
(except holidays)

Question and Answer Session



We invite you to join the discussion.

Please ask your question in the Question and Answer feature of the meeting.

You can also “like” a question already asked to emphasize it.

